

# INDIANA PUBLIC HEALTH WORKFORCE DEVELOPMENT EDUCATION & TRAINING TOOLKIT

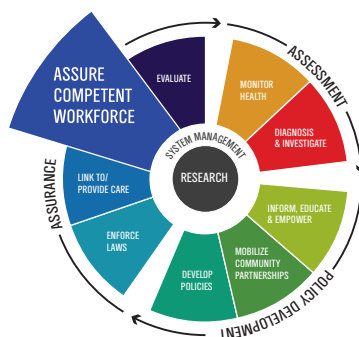
## INDIANA LOCAL HEALTH DEPARTMENT DUTIES AND REQUIREMENTS BY INDIANA CODE (IC) & INDIANA ADMINISTRATIVE CODE (IAC)

(REVISED AUGUST 7, 2009)

Special thanks to Mindy Waldron, Fort Wayne-Allen County Health Department, and Heather McCabe, IU School of Law, for compiling the IC and IAC in a concise document. A copy of this document in its abbreviated form can be found in the toolkit appendices.

Special thanks to the Public Health Workforce Development Workgroup for devising the following tables based on their collective public health and local health department experience.

This document is designed simply to guide local health departments in providing an outline of duties that are **required** of local health departments in Indiana and those duties that are **allowable** and may be conducted by choice by local health departments in Indiana. This was derived as a helpful tool – but has not been legally reviewed and is subject to change as needed. Further, please understand that this document does not account for any locally-assigned duties associated with local ordinances or policies. A blank template with editable boxes is provided at the end of this document for health departments to add local ordinances.



INDIANA PUBLIC HEALTH WORKFORCE DEVELOPMENT  
EDUCATION & TRAINING TOOLKIT

**General Rules Governing Local Health Departments and Boards of Health (formation, type, meetings, etc.) can be found under IC 16-19 and 16-20. In general, the following are statutorily-required duties Indiana Local Health Departments must perform via Indiana Code or Indiana Administrative Code:**

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>VITAL RECORDS/BIRTH/DEATH – collection, recording, filing, and submission of Vital Statistics and all associated duties</b>		
IC 16-20-1-17 (Vital Statistics; birth and death records) IC 16-35-7 (Child Deaths) IC 16-37 (General Statute regarding Vital Records) IC 16-38-4 (Birth Problems Registry) IC 23-14-31 (Cremation) IC 23-14-57 (Disinterment, Disentombment, Disinurnment) IC 31-1-9-5 (Indiana Putative Father Registry) IC 31-19-13 (New Birth Certificate Following Adoption) IC 34-28-2 (Change of Name) IC 36-2-14 (County Coroner) IC 10-13-5 (Indiana Clearinghouse for Information on Missing Children) 410 IAC 18 (Vital Records)	<ul style="list-style-type: none"> <li>· Registrar</li> <li>· Vital Records Clerk</li> </ul>	<ul style="list-style-type: none"> <li>· Collection of, recording of, filing of, and submission of Vital Statistics and all associated duties</li> <li>· Records births and deaths and all associated activities per code</li> <li>· Provides birth and death certificates</li> <li>· Files paternity affidavits and other similar documents per statute, etc.</li> <li>· Communicate effectively with ISDH and other departments to accurately interpret Indiana Vital Records laws</li> <li>· Provide Voter Registration, hospitals, nursing homes, and funeral homes with copies of burial permits</li> <li>· Make specified changes to birth records when legal name changes, adoptions, or other court-ordered changes occur</li> <li>· Execute paternity affidavits, affidavits of amendment, and corrections by notification in accordance with current Vital Records laws</li> <li>· Locate birth and death records for genealogy searches</li> </ul>

## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>VITAL RECORDS/BIRTH/DEATH – collection, recording, filing, and submission of Vital Statistics and all associated duties</b>		
IC 16-20-1-21 (Communicable Disease Control; powers) IC 16-41 (All General Communicable Disease Prevention Rules) 410 IAC 1-2.3 (Communicable Disease Reporting Rule) 410 IAC 2-1 (Tuberculosis Control) 410 IAC 2-2 (Payment for TB Treatment under certain circumstances and Patient Movement/Transfers) 410 IAC 29 (Childhood Lead Poisonings) IC 16-41-19 (Vaccination Provisions for Indigent Persons; payment and forms) 410 IAC 6-9-5(b) (Agricultural Labor Camps; notification of communicable disease only)	<ul style="list-style-type: none"> <li>· Health Officer</li> <li>· Disease Intervention Specialist</li> <li>· Infectious Disease Specialist</li> <li>· Medical Assistant</li> <li>· Public Health Nurse</li> <li>· RN/Director of Communicable Disease</li> <li>· RN/Epidemiology Nurse</li> <li>· TB Clinician or Outreach Worker</li> <li>· Lead Case Worker</li> <li>· Lead and Healthy Homes Director</li> <li>· Environmental Technician</li> <li>· Environmental Health Specialist</li> <li>· Health Educator</li> </ul>	<ul style="list-style-type: none"> <li>· Public health measures for the prevention and treatment of disease as well as all required follow-up of reportable communicable diseases</li> <li>· Receives, follows-up, and investigates reportable diseases including all necessary outreach, testing, treatment, and paperwork</li> <li>· Education and outreach</li> <li>· Coordinate with Health Officer, Local Board of Health, local officials and other service agencies in development of health policy formulation and implementation of health programs</li> <li>· Tuberculosis Directly Observed Therapy (DOT)</li> </ul>

## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>FOOD PROTECTION – food protection, inspection, sanitary requirements, food handler certification, bed and breakfast establishments</b>		
IC 16-18-2-137 (Food Establishment Sanitary Requirements Exception) IC 16-20-8 (Food Service Inspection) IC 16-42 (Food, Drug, and Cosmetics) IC 16-42-5 (Sanitary Food Requirements for Food Establishments) 410 IAC 7-15.5 (Bed and Breakfast Rule) 410 IAC 7-22 (Food Handler Certification Rule) 410 IAC 7-24 (Indiana Food Sanitation Rule)	<ul style="list-style-type: none"> <li>· Environmental Health Specialist</li> <li>· Food Division Director, Assistant Director or Supervisor</li> <li>· Food Inspector</li> <li>· Food Services Sanitarian</li> <li>· Health Educator</li> </ul>	<ul style="list-style-type: none"> <li>· Food establishment plan review</li> <li>· Food establishment inspections, investigations, complaints, enforcement, and follow-up</li> <li>· Food establishments licensure (including all mobile and temporary facilities)</li> <li>· Enforce state and local rules, regulations, and ordinances</li> <li>· Investigation of complaints and foodborne illness outbreaks</li> <li>· Outreach and education</li> <li>· Prepare reports and maintain public records on activities</li> </ul>

## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>POLLUTION CONTROL – monitoring and regulation of wastewater/sewage disposal</b>		
<p>410 IAC 6-8.1 (Residential Sewage Disposal Rule)</p> <p>410 IAC 6-10 (Commercial On-Site Wastewater Disposal)</p> <p>410 IAC 6-12 (Plan Review, Construction Permits, and Fees for Service)</p> <p>IC 16-41-25 (Health, Sanitation, and Safety: Residential Septic Systems)</p>	<ul style="list-style-type: none"> <li>· Environmental Health Specialist</li> <li>· Environmental Technician</li> <li>· General Sanitarian</li> <li>· Pollution Control Division Director</li> <li>· Pollution Control Division Asst. Director</li> <li>· Plan Review Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>· Monitoring and regulation of wastewater and sewage disposal</li> <li>· Septic system plan review and approval</li> <li>· Septic system installer registration and education</li> <li>· Licensure and inspection of septic systems (and all associated complaint and follow-up duties such as dye testing, enforcement, etc.)</li> <li>· Order the abatement (and allowable recourse) of conditions that may transmit, generate, or promote disease</li> <li>· Communicate requirements and public health reasons to regulated community and general public</li> <li>· Prepare reports and maintain public records on activities</li> </ul>

## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>CHILDHOOD LEAD POISONING – reporting, monitoring, case management, and preventative procedures for childhood lead poisoning</b>		
410 IAC 29 (Lead Poisoning Rule) IC 16-41-39.4 (Childhood Lead Poisoning)	<ul style="list-style-type: none"><li>· Public Health Nurse</li><li>· Lead Case Worker</li><li>· Lead and Healthy Homes Director</li><li>· Environmental Technician</li><li>· Environmental Health Specialist</li><li>· Health Educator</li></ul>	<ul style="list-style-type: none"><li>· Reporting, monitoring, case management, and preventative measures for childhood lead poisoning</li><li>· Lead case management</li><li>· Lead assessments</li><li>· Education and outreach</li></ul>

## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>RAILROAD CAMP CARS – requiring inspection and allowing licensing of railroad mobile camp cars</b>		
IC 8-9-10 (Indiana Camp Car Sanitary Rules)  410 IAC 6-14 (Indiana Camp Car Sanitary Rule)	<ul style="list-style-type: none"><li>· Shared duties among the Environmental divisions. Inspections are done using a “team approach” with three inspectors – one food inspector, one pollution control inspector and one vector control and/or environmental services inspector</li><li>· Environmental Health Specialist</li><li>· General Sanitarian</li></ul>	<ul style="list-style-type: none"><li>· Inspect and possible licensure of mobile railroad camp cars per statute and all associated duties</li><li>· Order the abatement (and allowable recourse) of conditions that may transmit, generate, or promote disease</li></ul>

## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>OTHER MISCELLANEOUS REQUIREMENTS</b>		
IC 13-11-2-77 or 13-23-16 (LHD Reporting of Spills and Overfills from USTs)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Director of Environmental Health</li> </ul>	<ul style="list-style-type: none"> <li>· Ensure spill notices are advertised within statutory timeframe</li> </ul>
318 IAC 1-1 (Referred to as the "Methamphetamine Rule")	<ul style="list-style-type: none"> <li>· Vector Control and Environmental Services Director</li> <li>· Environmental Division</li> <li>· General Sanitation Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>· Ensure compliance with "Meth" rule (including site follow-up, condemnation, and lab result monitoring/maintenance)</li> </ul>
410 IAC 6.7.1-16 and 7.1-33 (Campgrounds/Temporary Campgrounds)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Director of Environmental Health</li> </ul>	<ul style="list-style-type: none"> <li>· Inspect and issue permits for temporary campgrounds</li> </ul>
IC 10-14-3 (Emergency Management and Disaster Law-health related areas)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Director of Environmental Health</li> </ul>	<ul style="list-style-type: none"> <li>· All duties associated with planning for and responding to all types of public health emergencies and disasters</li> <li>· Exercises and drills</li> </ul>
IC 5-14 (Open Door Laws and Preservation of Records)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Health Officer</li> <li>· Local Board of Health</li> </ul>	<ul style="list-style-type: none"> <li>· Following open door laws</li> <li>· Preservation of records</li> </ul>
410 IAC 24-1 (Local Health Maintenance Funds and Fees for Services)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Health Officer</li> <li>· Local Board of Health</li> </ul>	<ul style="list-style-type: none"> <li>· Administration of Local Health Maintenance Fund</li> <li>· Establishment of a fee schedule</li> </ul>
IC 16-20-1-25 (Investigation and Ordered Abatement of all conditions that may transmit, generate, or promote disease)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Environmental Supervisor</li> <li>· General Sanitarian</li> <li>· Environmental Health Specialist</li> </ul>	<ul style="list-style-type: none"> <li>· Investigate conditions which might possibly contribute to the spread of disease</li> <li>· Order abatement of said conditions</li> </ul>



## EDUCATION &amp; TRAINING TOOLKIT

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>OTHER MISCELLANEOUS REQUIREMENTS</b> <i>(continued)</i>		
IC 16-41-22 (Health, Sanitation, and Safety of Mass Gatherings – see IC 16-41-22-12)	<ul style="list-style-type: none"> <li>· Environmental Supervisor</li> <li>· General Sanitarian</li> <li>· Environmental Health Specialist</li> </ul>	<ul style="list-style-type: none"> <li>· Approve mass gathering licenses</li> <li>· Investigate related complaints</li> </ul>
IC 16-41-34 (Pest Control: Eradication Rule – please note that there are both required and allowed duties under this statute)	<ul style="list-style-type: none"> <li>· Environmental Supervisor</li> <li>· General Sanitarian</li> <li>· Environmental Health Specialist</li> </ul>	<ul style="list-style-type: none"> <li>· Enforcement of pest eradication rule</li> </ul>
IC 16-20 (Local Health Departments)	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Health Officer</li> <li>· Local Board of Health</li> </ul>	<ul style="list-style-type: none"> <li>· General rules governing Local Health Departments and Boards of Health; throughout this statute, there are many items which LHDs “may” do – please read in full</li> </ul>

INDIANA PUBLIC HEALTH WORKFORCE DEVELOPMENT  
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**In general, the following are duties Indiana Local Health Departments may perform, but they are not required duties under the statutes/rules:**

CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>SWIMMING and WADING POOL OPERATIONS</b>		
410 IAC 6-2.1 (Swimming and Wading Pool Operations Rule)	<ul style="list-style-type: none"><li>· Environmental Division General Supervisor</li><li>· Environmental Health Specialist</li><li>· Environmental Technician (Swimming Pool Inspector)</li><li>· Swimming Pool Program Supervisor</li></ul>	<ul style="list-style-type: none"><li>· All duties associated with the licensure and inspection of public and semi-public swimming pools and spas</li><li>· Handling complaints</li><li>· Water testing</li><li>· Enforcement of state and local requirements</li></ul>

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<b>TATTOO PARLORS</b>		
410 IAC 1-5 (Sanitary Operation of Tattoo Parlors and Body Piercing Establishments)	<ul style="list-style-type: none"><li>· Environmental Health Specialist</li><li>· RN/Director of Communicable Disease</li><li>· RN/Epidemiology Nurse</li><li>· Health Educator</li></ul>	<ul style="list-style-type: none"><li>· All duties associated with the licensure and inspection of tattoo and body piercing facilities</li><li>· Handling complaints</li><li>· Enforcement of state and local requirements</li></ul>

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CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>VECTOR CONTROL</b>		
IC 16-41-33 (Pest Control: Local and State Programs for Vector Abatement)	<ul style="list-style-type: none"><li>· Environmental Health Specialist</li><li>· Environmental Technician</li><li>· Vector Control and Environmental Services Director</li></ul>	<ul style="list-style-type: none"><li>· All duties associated with vector control such as mosquito larvaciding and adulticiding activities</li><li>· Education and outreach</li><li>· All duties associated with rodent control such as baiting, education/outreach, enforcement</li></ul>

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CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>COMMUNICABLE DISEASE</b>		
IC 16-41-15 (Communicable Disease: Prevention and Control of Venereal Diseases)  IC 16-41-19 (Prevention and Treatment Programs: Provision of Free Drugs and Vaccines to Indigents; Childhood and/or Adult Immunizations – some requirements under this code)	<ul style="list-style-type: none"><li>· Health Officer</li><li>· Public Health Nurse</li><li>· Health Educator</li></ul>	<ul style="list-style-type: none"><li>· Childhood and Adult Vaccinations (including those for newly-arriving refugees)</li><li>· Standing orders, policies and procedures – reviewed, approved, and signed by Health Officer</li><li>· Chronic disease monitoring, including blood pressure, blood sugar, education related to healthy lifestyle and referral to medical care</li><li>· School nurse consulting for public and private/parochial schools</li><li>· Sexually transmitted disease screening, reproductive health care, and urine pregnancy tests with referral to medical care</li><li>· Provision of health education</li></ul>

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CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>EMERGENCY PREPAREDNESS</b>		
<p>IC 10-14-3 (Emergency Management and Disaster Law)</p> <p>IC 34-30-12.5 (Health Care: Immunity of Hospitals and Certain Persons Providing Smallpox Vaccine)</p>	<ul style="list-style-type: none"> <li>· Department Administrator</li> <li>· Elected officials (Mayor, County Commissioners)</li> <li>· Emergency Management Agency</li> <li>· Emergency Preparedness Coordinator or Director</li> <li>· Health Officer</li> <li>· Health Planner for Preparedness</li> <li>· Local Public Health Coordinator</li> <li>· Public Health Preparedness Coordinator</li> <li>· All division staff and other stakeholders as needed</li> </ul>	<ul style="list-style-type: none"> <li>· Create and develop emergency preparedness plans in coordination with county agencies including local first responders and other stakeholders</li> <li>· All duties associated with planning for and responding to public health emergencies and disasters.</li> <li>· Exercises and drills, plan writing, public education, etc.</li> <li>· Public health emergency preparedness education for the county and first responders</li> <li>· Maintaining LHD emergency preparedness plans for the county that are annexes to the County Emergency Management Plan (CEMP)</li> <li>· Maintaining, updating, and developing LHD Continuity Of Operations Plan (COOP)</li> <li>· Maintaining ,updating, and developing the county's mass prophylaxis/vaccination plan</li> <li>· Attending local emergency preparedness meetings with the other agencies in community</li> <li>· Conducting public health emergency preparedness exercises for the LHD</li> <li>· Conducting public health emergency preparedness education and training for LHD employees and other employees</li> <li>· Public health emergency education for the public</li> <li>· Maintaining National Incident Management System (NIMS) compliant training and certifications for the LHD employees</li> <li>· Maintain, create, develop and train a base of Health Department volunteers that can assist and be called upon during a health emergency</li> <li>· Participate in district emergency planning activities, exercises, and training</li> <li>· Maintain and develop a working relationship with the State Health Department and the Indiana Department of Homeland Security.</li> </ul>

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CODE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
<b>OTHER ENVIRONMENTAL</b>		
IC 13-17-9 and 326 IAC 4 (Open Burning and Burning Regulations) IC 16-41-20 (Dwellings Unfit for Human Habitation) IC 25-39-4 (Regulation of Water Well Drilling) IC 16-41-27 (Health, Sanitation, and Safety of Mobile Homes – see IC 16-41-27-32) 410 IAC 6-7.1 (Campgrounds and Bathing Beaches) 410 IAC 6-7.2 (Youth Camps)	<ul style="list-style-type: none"> <li>· Environmental Division General Sanitation Supervisor</li> <li>· Environmental Health Specialist</li> <li>· Ozone Officer</li> <li>· Staff of Pollution Control Division</li> <li>· Staff of Vector Control &amp; Environmental Services</li> </ul>	<ul style="list-style-type: none"> <li>· General sanitation complaints, open burning, dwellings unfit for human habitation complaints, trash/rubbish, illegal dumping complaints, etc.</li> <li>· Ground water protection complaints</li> <li>· Regulation of temporary campgrounds</li> <li>· Inspections, investigations, and water testing</li> </ul>

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The following are duties which the \_\_\_\_\_ Health Department  
has undertaken based on County/City Ordinances: (insert county/city specific ordinances in this table)

COUNTY/CITY ORDINANCE	POSSIBLE TITLE/DEPT AT LHD	JOB FUNCTIONS/RESPONSIBILITIES
DEPARTMENT/PROGRAM NAME: (insert topic to be addressed or LHD program area)		